

THE HANDBOOK

Secondary Career and Technical Education Resource Handbook For CTE Administrators

April 2001



Published by the Arizona Department of Education

Secondary Career and Technical Education Resource Handbook

Published by the Arizona Department of Education

April, 2001

This document is also available in Adobe © Acrobat © .pdf format at:

<http://www.ade.az.gov/cte/careerpathways/CTE/Handbook.pdf>

INTRODUCTION

This Handbook has been designed as a “user friendly” resource book for Career and Technical Education (CTE) administrators. This information will be used when reporting enrollment data beginning in the 2001-2002 school year.

A complete list of current competencies for each CTE program is located in the Comprehensive CTE Programs section. Each CTE program offers a coherent sequence of instruction identified by the curriculum design teams made up of representatives from business and industry, CTE educators, the Arizona Department of Education (ADE) and university staff. The competencies identified for each CTE program establish what should be taught. The Local Education Agency (LEA) determines how it will be taught.

The LEA is responsible for maintaining records on individual student assessment for each Level III competency until a state-adopted proficiency is in place. Information on attainment for each Level III competency will include all of the following:

- Attaining or not attaining the competency
- Method of assessment (e.g., written exam, oral presentation, demonstration performance, class/group project, take home exam)
- Written criteria defining how to judge performance to meet or not meet the competency
- Date at the end of the grading period or when attainment occurred

There are seven CTE programs listed in the Handbook that are still in development. After ADE has completed curriculum design/adoption process for these seven programs, the competencies and coherent sequence will be available.

This Handbook will be used by administrators, teachers, data reporting personnel, ADE staff and other interested individuals. It will be used for the following activities:

- Reporting enrollment data for 2001-2002 school year
- Developing and reviewing the Basic Grant application
- Utilizing the CTE Program List
- Planning new comprehensive CTE programs
- Modifying existing comprehensive CTE programs
- Identifying teacher certification requirements
- Locating phone numbers and email addresses for ADE staff

Our goal is to make this document available to you on the Arizona Department of Education CTE web page. You will find it located at <http://www.ade.state.az.us/cte> and available in PDF format.

Helen Bootsma
hbootsm@ade.az.gov